



January 10, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 00-

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG /s/
 National Director
 Job Corps

SUBJECT: Reasonable Accommodation Guidelines

1. Purpose. To provide contractors, Regional office and center staff with guidelines for providing reasonable accommodation to applicants or students with disabilities.

2. Background. Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973 and the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (29 CFR Part 37) require Job Corps to provide reasonable accommodation to individuals with disabilities to prevent discrimination on the basis of disability.

Reasonable accommodation allows a person with a disability to participate to a degree equivalent to their nondisabled peers under the same or similar circumstances. Reasonable accommodation usually involves providing an appropriate service or product, or the modification or adjustment of a job, work/academic environment, policy, program, or procedure. The accommodation cannot pose an undue burden on the agency providing it.

Any applicant eligible for or student with a disability enrolled in the Job Corps program is entitled to reasonable accommodation. Once an applicant or student with a disability makes it known that they need accommodation to participate in the admissions process or program, they will be engaged in an interactive process to determine the limitations resulting from their disability and the potential accommodations that would allow them to participate in the Job Corps program.

3. Action. Review the reasonable accommodation guidelines, determine your role in the process, and develop policies and procedures to ensure that applicants and students are provided reasonable accommodation.

4. Expiration Date. Until superceded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116. Agencies should direct inquiries to DA/FS James Everage at (303) 275-5460, DI/NPS William Jones at (202) 565-1085, DI/WRB Robert Sims at (303) 445-2633, or DI/FWS James Banks at (202) 208-4634.

Attachment:

1-Reasonable Accommodation Guidelines

REASONABLE ACCOMMODATION GUIDELINES



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REASONABLE ACCOMMODATION GUIDELINES

The following guidelines are designed to assist contractors, Regional Office staff, and center staff when an applicant to or a student enrolled in the Job Corps program requests accommodation.

Policy

Any applicant eligible for or student with a disability enrolled in the Job Corps program is entitled to reasonable accommodation.¹ Once an applicant or student with a disability makes it known that they need accommodation to participate in the admissions process or program, they will be engaged in an interactive process to determine the limitations resulting from their disability and the potential accommodations that would allow them to participate in the Job Corps program.

1.0 INTRODUCTION

Section 504 of the Rehabilitation Act of 1973 as amended states that no otherwise qualified individual with a disability in the United States, as defined in section 706(8) of the act, shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service. Department of Labor regulations implementing Section 504 and the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (29 CFR Part 37) require Job Corps to provide reasonable accommodation to individuals with disabilities to prevent discrimination on the basis of disability.

Reasonable accommodation allows a person with a disability to participate to an equivalent degree as their nondisabled peers under the same or similar circumstances. Reasonable accommodation usually involves the provision of an appropriate service or product, or the modification or adjustment of a job, work/academic environment, policy, program, or procedure. The accommodation cannot pose an undue burden on the agency providing the accommodation.

¹ Disability as defined by section 29 CFR Part 37.4. A qualified applicant means a person who meets eligibility criteria for admission to the Job Corps program. Refer to Chapter 1, Outreach and Admissions, Policy and Requirements Handbook for eligibility criteria; additional factors for student selection and enrollment; and documentation requirements.

Job Corps provides a wide range of accommodations for students with various disabilities. Accommodations allow otherwise qualified applicants/students with disabilities to participate in the program and may include the following:

- Vocational/academic accommodation (e.g., tape recording classroom instruction, materials such as textbooks or training guides in alternate formats, augmented tools in the vocational trades such as scales and thermometers with speech output)
- Testing accommodation (e.g., extended time, readers, alternative location, alternative format for standardized [e.g., general education development test]) and nonstandardized tests
- Social/recreational accommodation (e.g., modifying rules for intramural sports, qualified sign-language interpreter at a special event)
- Transportation accommodation (e.g., accessible van/bus)
- Residential accommodation (e.g., media and dormitory communications available in alternative format, front-load washers/dryers)

Cost of Accommodation

Usually the cost of providing accommodation is negligible. According to the Job Accommodation Network (JAN),² of the accommodations reported to them during the period October 1992 to July 1999:³

- Twenty percent cost nothing
- Fifty-one percent cost between \$1 and \$500
- Eleven percent cost between \$501 and \$1,000
- Eighteen percent cost over \$1,000

² JAN is a toll-free consulting service of the President's Committee on Employment of People with Disabilities that assists people in determining the accommodation solutions most appropriate for their situation and provides comprehensive resource information on accommodation (e.g., funding sources, manufactured products, barrier-free access).

³ The number of accommodations reported to JAN was 665.

Often, an individual with a disability who enrolls in Job Corps can be accommodated with little or no financial expenditure. For example, the individual may already have the accommodation they require, or they can be accommodated using existing center resources. Sometimes the accommodation merely requires a change in a policy, program, or procedure.

If there is a cost associated with the accommodation and the individual is being served by or is referred to Job Corps by a disability agency, the agency may provide or contribute to the cost of providing it. In addition, if the individual is a recipient of supplemental social security disability income or medicaid, these programs may contribute to the cost of the accommodation.

2.0 EVALUATING A REQUEST FOR REASONABLE ACCOMMODATION

There are many grey areas in the interpretation of what constitutes a reasonable accommodation; therefore, Job Corps has no specific list of them. Each request for accommodation should be evaluated individually and a determination made regarding whether it is reasonable. When evaluating a request for reasonable accommodation, the following factors should be considered:

- Effect of the request on overall financial resources of the center, the region, and the program--Does the center have the funds to provide the accommodation? Can the Regional or National Office provide funding or identify other resources that may provide funding? What effect would funding a particular accommodation have on the total amount of resources available to the center, region, and/or program?
- Availability of outside funding--Can other agencies/organizations provide or contribute to the cost of providing the accommodation? *Attachment 1, Reasonable Accommodation Resources, lists possible funding sources.*
- Effectiveness of the accommodation--Will it allow the individual applicant to participate in and benefit from the Job Corps program?
- Benefits of the accommodation--Could the requested accommodation benefit other persons with disabilities?
- Effect of the accommodation--Will the requested accommodation affect the daily operation of the center, prevent or reduce the benefit other students receive from the program, or affect the ability of staff to do their job?

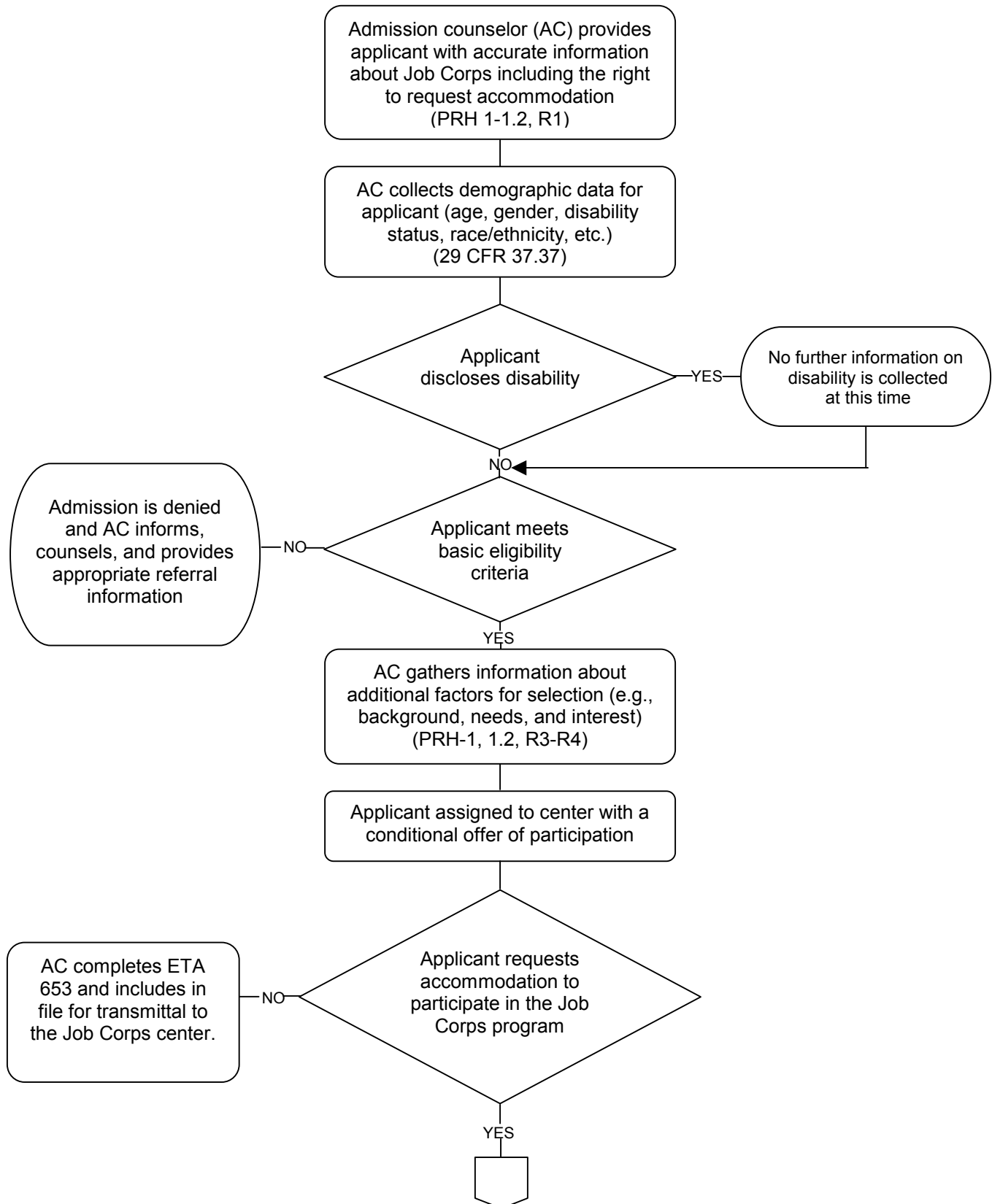
- Availability of existing or more appropriate accommodation at another center--Job Corps is required to make every effort to accommodate a person with a disability at the appropriate center in accordance with the assignment procedures in PRH-1: 1.3, R1. However, if this assignment is not sensible, the applicant should be assigned to a center that offers comparable training and is able to accommodate their particular needs.

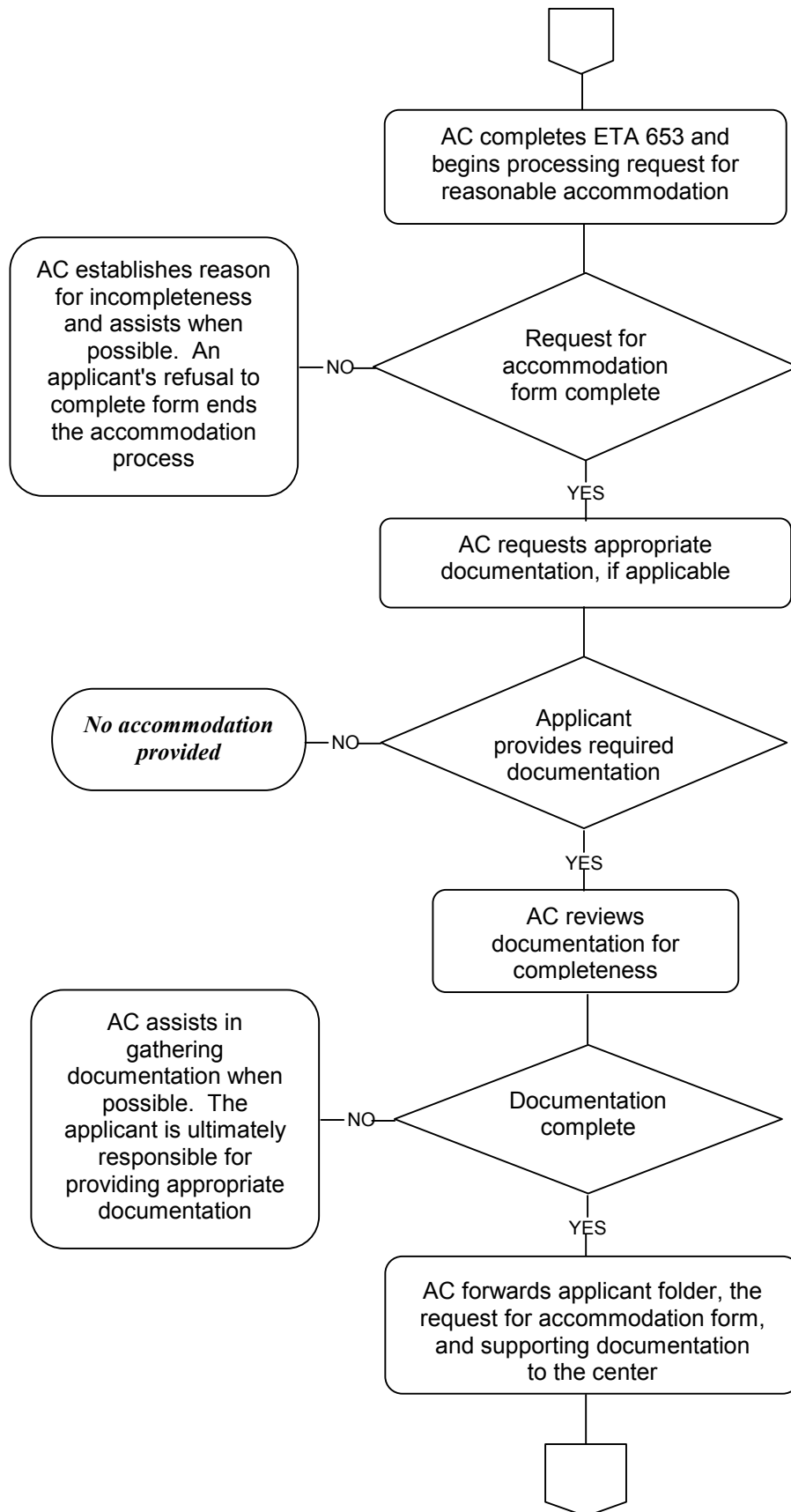
If granting a requested accommodation would pose an undue hardship or fundamental alteration to the program, Job Corps is not obligated to provide it. Undue hardship means that providing the accommodation would be unduly costly or extensive when considered in light of the factors mentioned above. Fundamental alteration means that providing the accommodation would alter the nature or operation of the program based on the factors mentioned above.

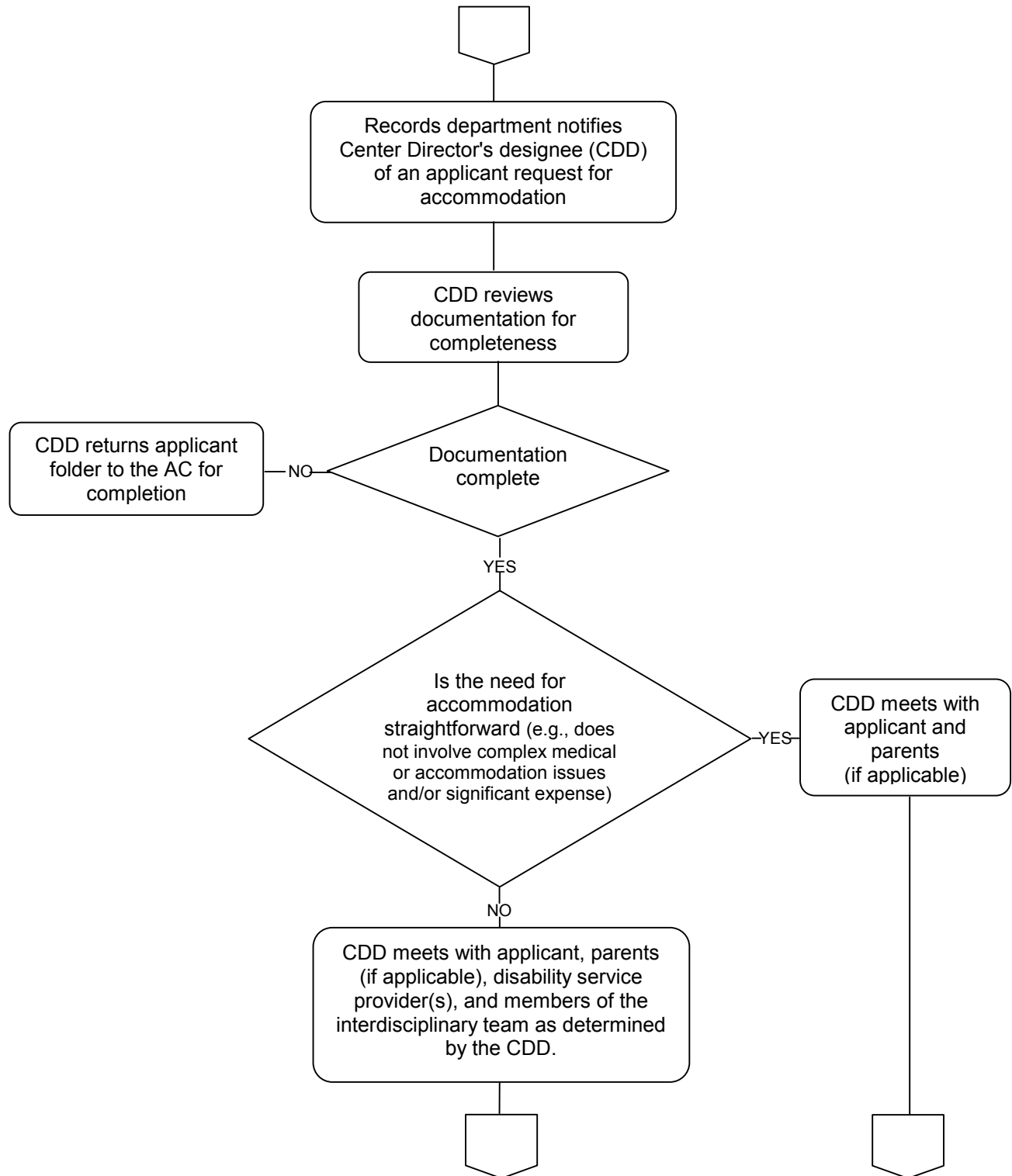
3.0 ACCOMMODATION REQUEST—APPLICANT TO PARTICIPATE IN THE PROGRAM

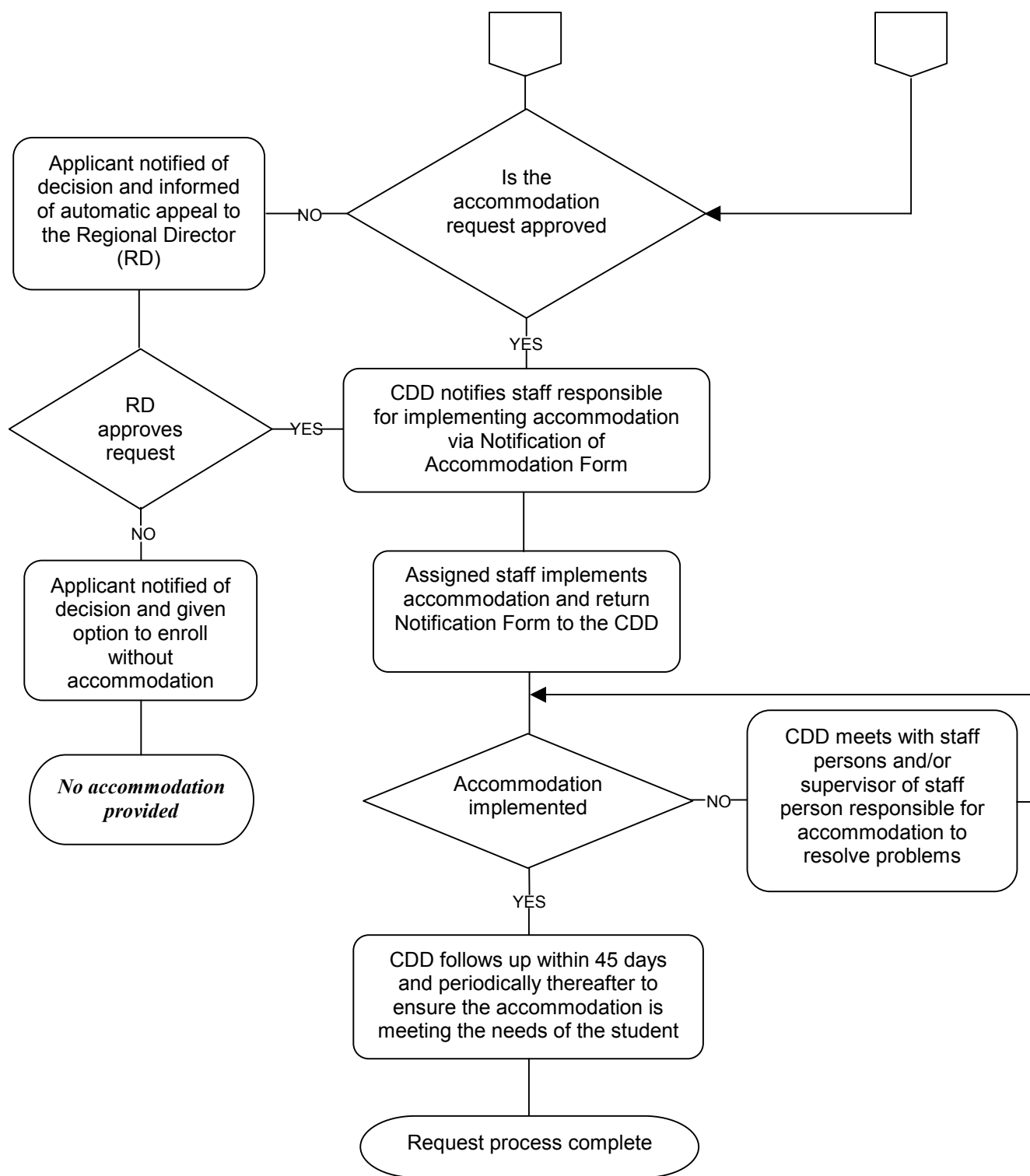
An applicant with a disability is responsible for requesting accommodation and providing relevant documentation. All applicants should be informed of their right to request reasonable accommodation (include a reasonable accommodation request form with their application packet and ask everyone who calls to set up an interview if they need a reasonable accommodation to participate in the admissions process). *Exhibit 1 is a summary of the accommodation process for an applicant.*

If the applicant is requesting accommodation, they should complete the reasonable accommodation request form (*Attachment 2*) or request the admission counselor's (AC's) assistance in completing the form. The AC will assist the applicant in completing the form as necessary. If the request is made verbally or in another form of communication such as sign language or Braille, the AC must document the request on a reasonable accommodation request form. The applicant's failure to make a request is viewed as either the applicant does not have a disability or does not wish to disclose their disability or seek accommodation.

ACCOMMODATION PROCESS (APPLICANT REQUESTS ACCOMMODATION TO PARTICIPATE IN THE PROGRAM)







3.1 Documentation

In cases where the need for accommodation is straightforward, the documentation requirements described below can be waived or modified as needed.

An applicant with a disability who is requesting accommodation should provide documentation from a health, education, or rehabilitation professional certifying their disability, functional limitations, and recommendations for accommodation (if appropriate).⁴ *Attachment 3 is suggested documentation for specific disabilities.*

3.1.1 Documentation of Prior Accommodation

If the applicant has received accommodation in the past, this documentation should also be provided. This documentation is usually a psychoeducational plan (e.g., individualized education plan [IEP], individualized program plan [IPP], individualized written work rehabilitation plan [IWRP] or individualized plan for employment [IPE]).

3.1.2 Obtaining Documentation

The applicant has primary responsibility for providing documentation to support the accommodation request, however, the AC may assist the applicant in obtaining the necessary documentation. For example, the AC can request documentation from the applicant's former high school or district, appropriate state agency, or applicant's private physician or counselor.

The applicant should submit the completed accommodation request form and required documentation to the AC.

3.2 Applicants Without Documentation

If an applicant suspects that they may have a disability that has not been diagnosed and documented and is unable to pay for an evaluation, the AC should provide appropriate referral information (see *Attachment 1*, Reasonable Accommodation Resources).

⁴ A health, education, or rehabilitation professional is defined as a person licensed to practice in a profession who is qualified to diagnose and assess the applicant's particular disability.

3.3 Forwarding Request and Documentation

The AC should include the completed reasonable accommodation request form and documentation with the applicant's folder. The request and documentation should then be forwarded with the applicant's folder to the center of assignment.

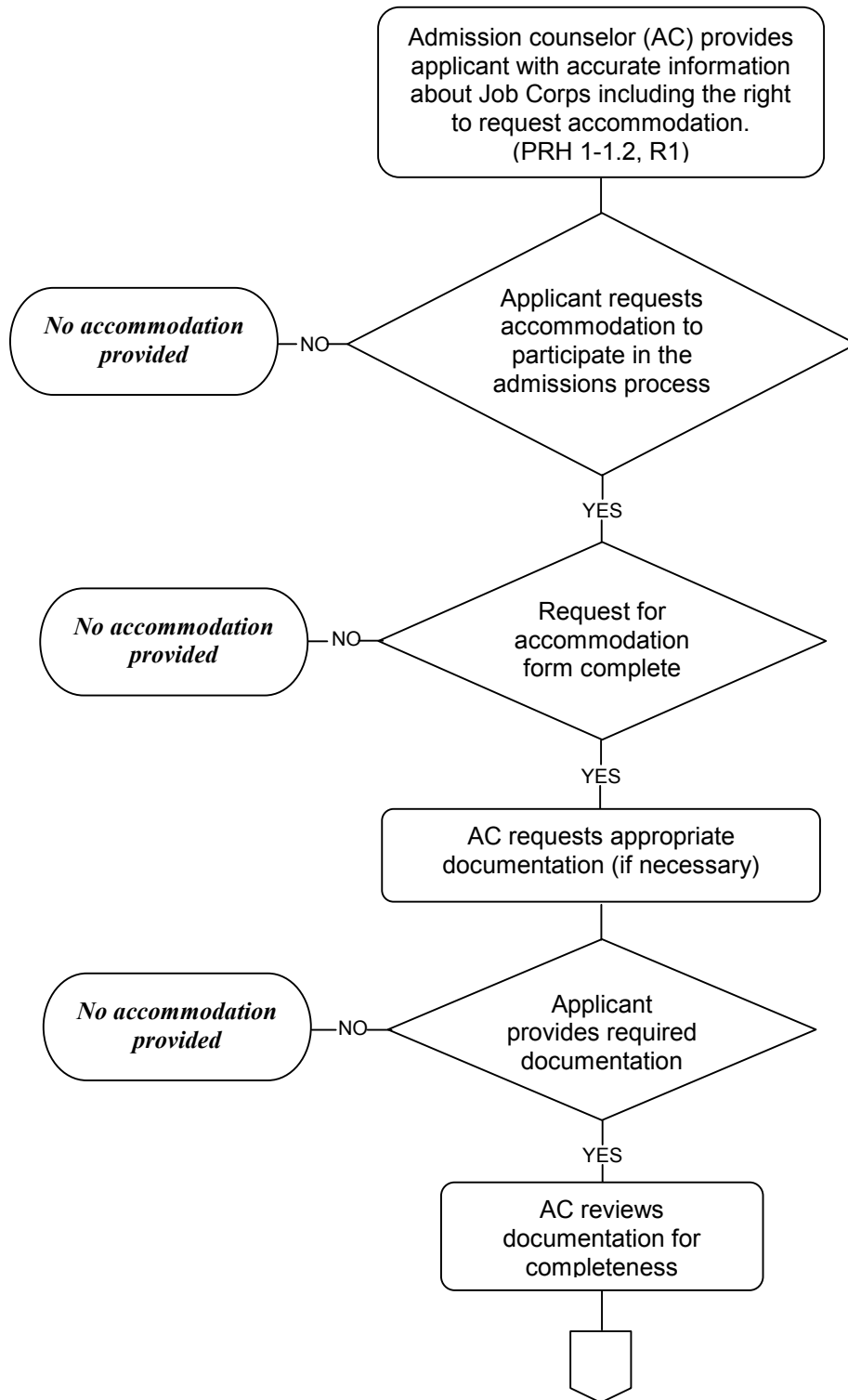
4.0 ACCOMMODATION REQUEST—APPLICANT TO PARTICIPATE IN THE ADMISSIONS PROCESS

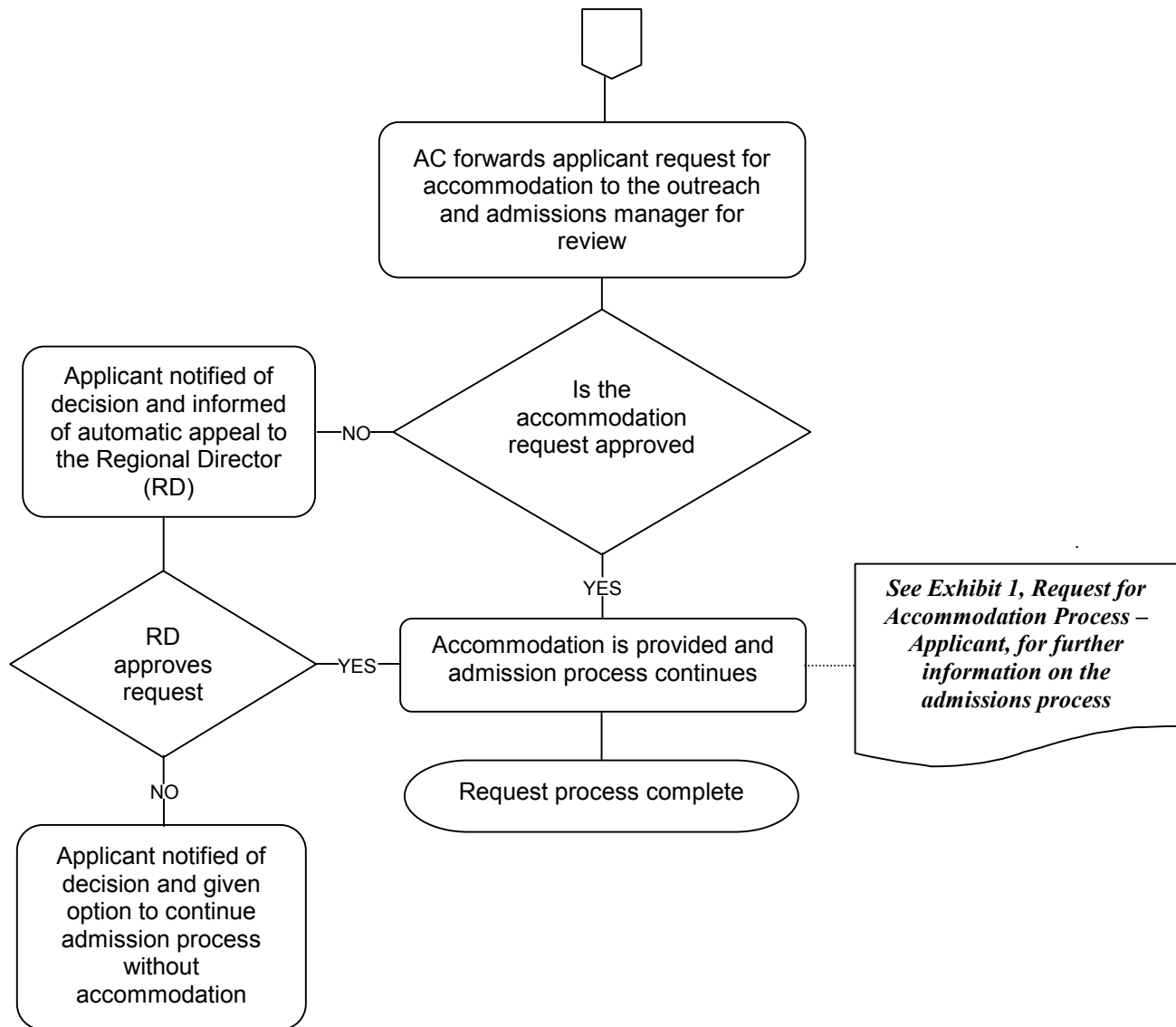
All applicants who call to set up an admissions interview must be informed that Job Corps is covered by federal disability law, and as a result, must provide reasonable accommodation to individuals with disabilities. The caller should then be asked if they require accommodation to participate in the admissions process.

If an applicant requests reasonable accommodation to participate in the admissions process, the documentation requirements described in Sections 3.1 and 3.2 should be followed. The process for review of the request described in Sections 6.0 through 6.2 should be adapted.⁵ The AC and outreach and admissions (OA) manager will review the request. *Exhibit 2 is a summary of the accommodation process for an applicant who requests accommodation to participate in the admissions process.*

If the OA contractor is unsure of how to proceed with a particular request, the Regional Office and outside agencies should be consulted for technical assistance. The OA contractor is required to maintain a written record of each accommodation request.

⁵ If the applicant requests accommodation by phone and cannot complete the request for accommodation form before the interview, the AC should document the request, continue the review process, and have the applicant complete the form when they arrive for the interview. If an applicant needs accommodation to participate in the admissions process and does not make the AC aware of their need before arriving for the interview, it is acceptable to reschedule the interview.

**REQUEST FOR ACCOMMODATION PROCESS (APPLICANT REQUESTS
ACCOMMODATION TO PARTICIPATE IN THE ADMISSIONS PROCESS)**



5.0 ACCOMMODATION REQUEST—STUDENT AFTER ENROLLMENT IN THE PROGRAM

A student may request accommodation at any time during their enrollment in the Job Corps program.

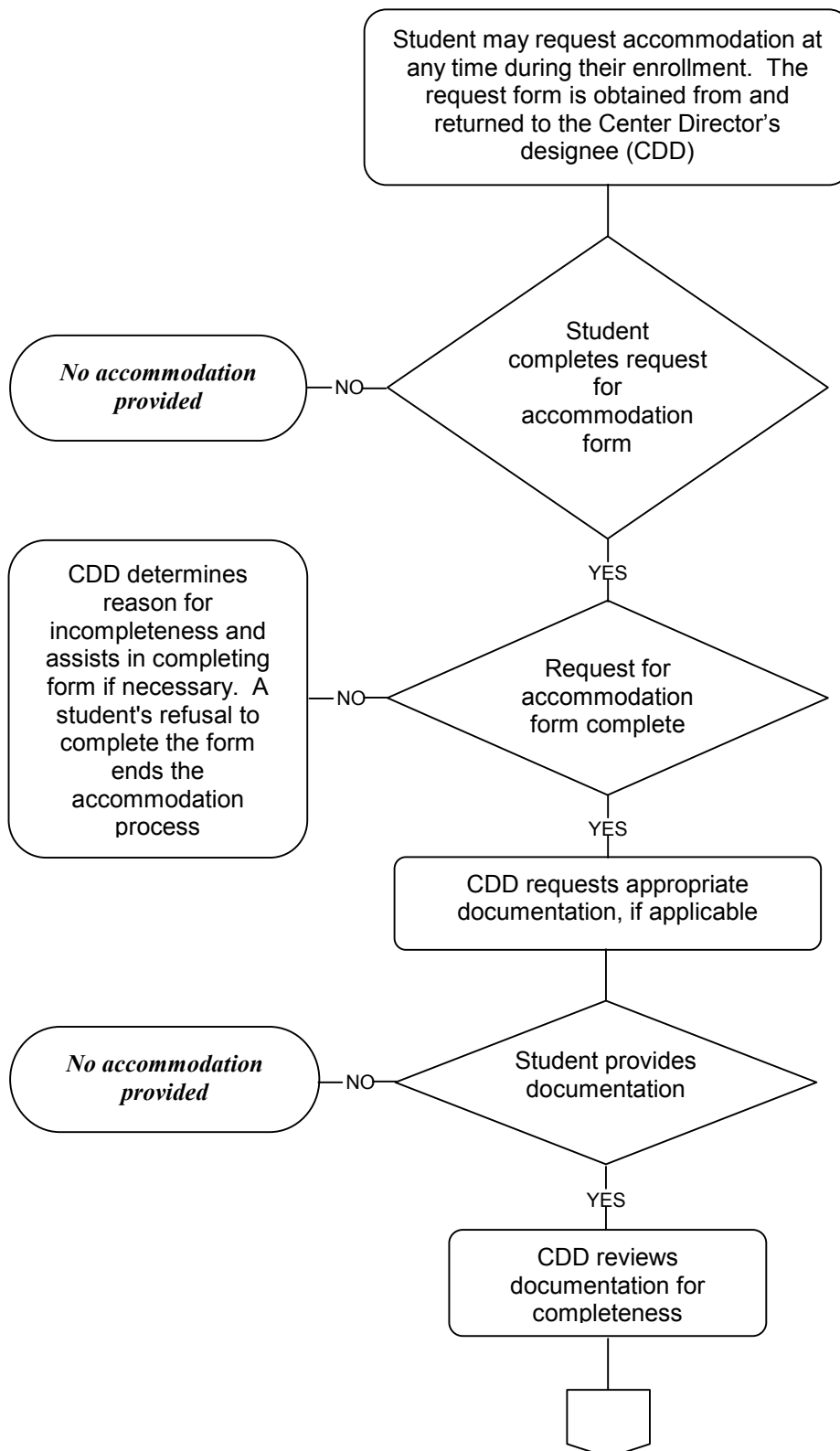
- The student makes a request verbally or in another appropriate medium of communication such as sign language or Braille. The request must be documented on a reasonable accommodation request form.
- The staff person that the Center Director has designated to coordinate the reasonable accommodation process should follow the procedure for obtaining documentation described for applicants in Sections 3.1 and 3.2.

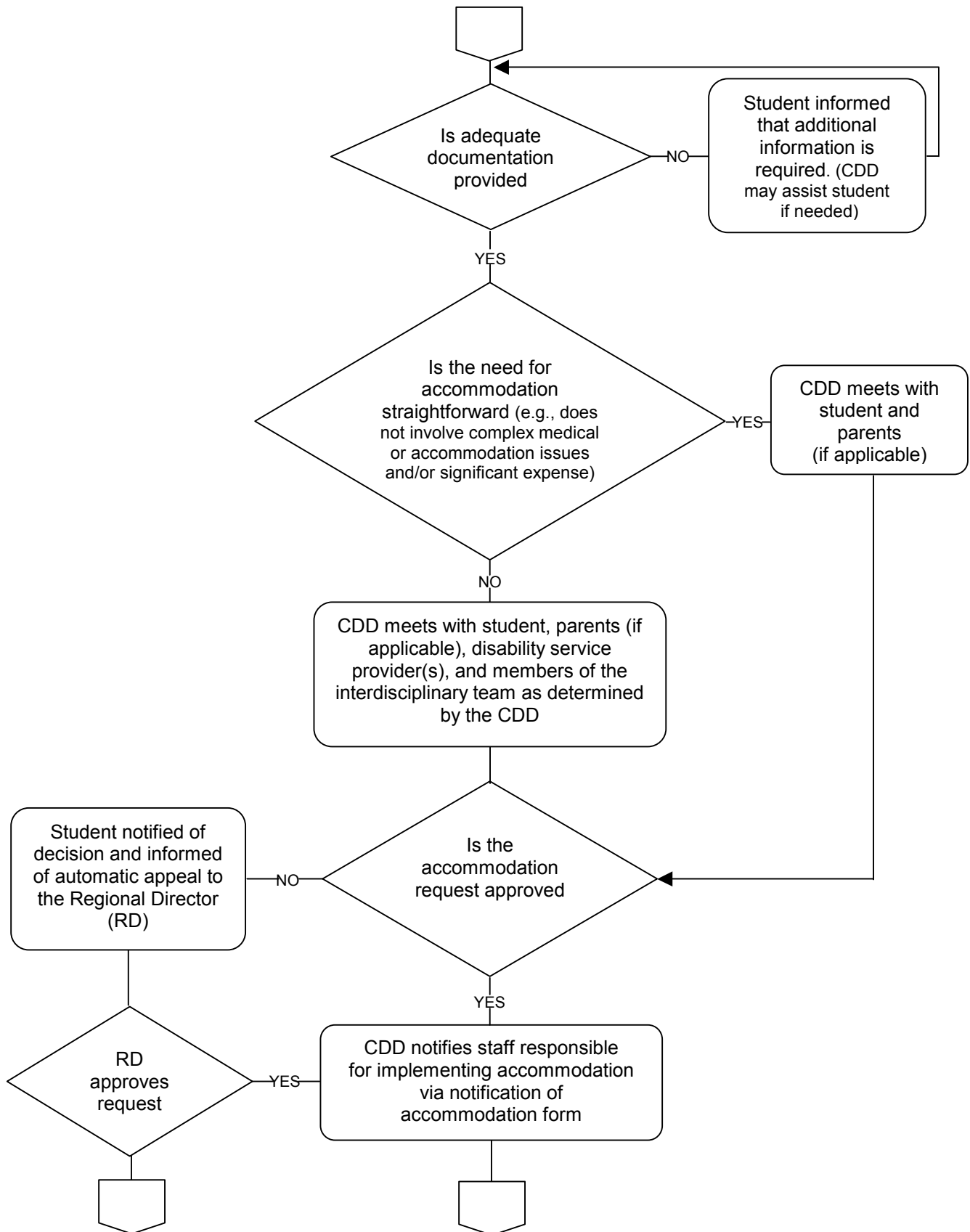
6.0 REVIEW OF THE REASONABLE ACCOMMODATION REQUEST

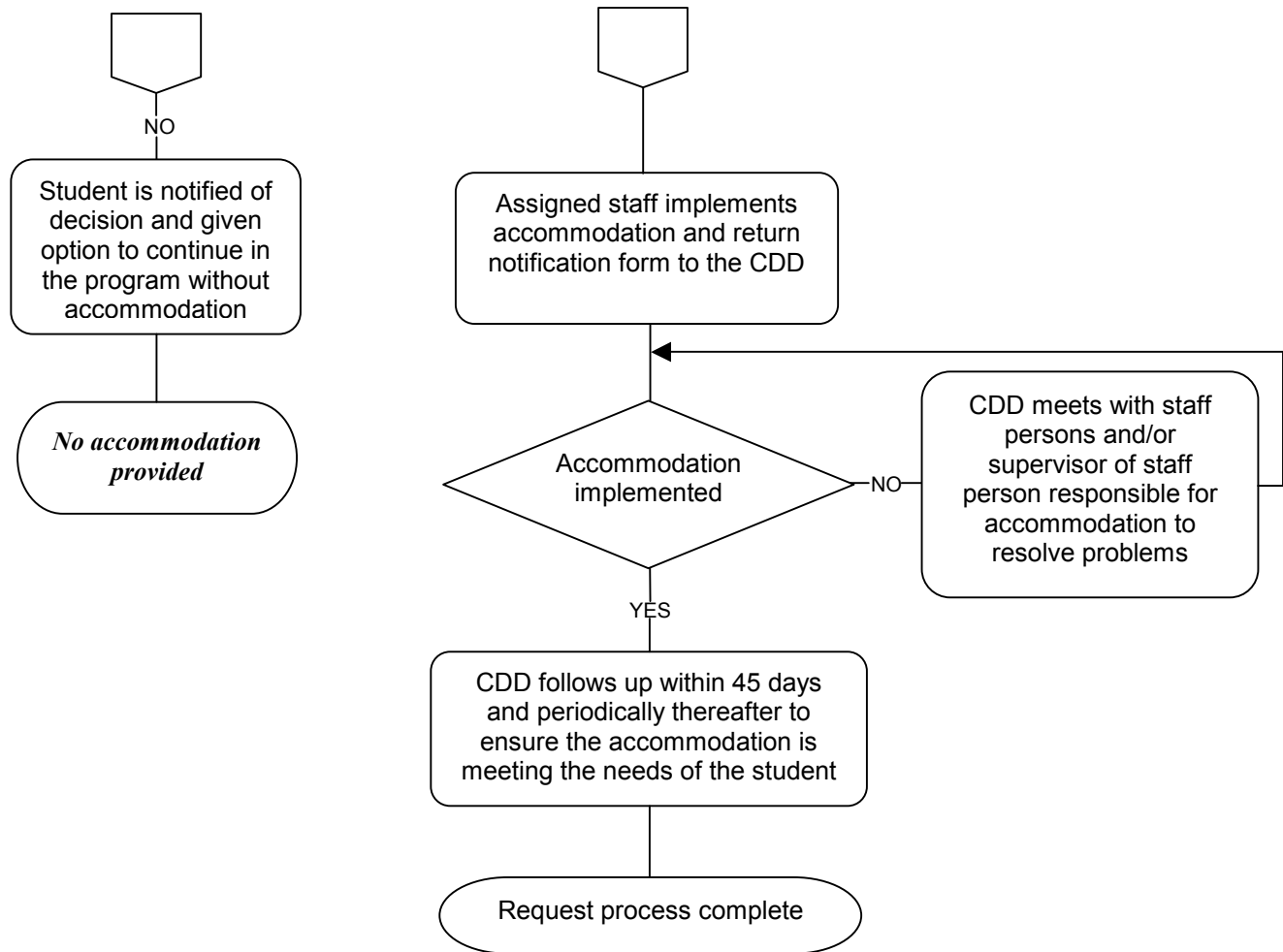
All requests for reasonable accommodation should be reviewed at the center level unless the applicant requires accommodation to complete the admissions process, in which case the OA contractor will review the request. *Exhibit 3 is a summary of the accommodation process for a student.*

6.1 Process

If the request is straightforward and does not involve significant expense, the review can be an informal meeting (phone or face to face) between the Center Director's designee (CDD) and the applicant/student (and parents, service providers if applicable). If the request involves complex medical or accommodation issues and/or significant expense, a more formal meeting may be required.

ACCOMMODATION PROCESS (STUDENT REQUESTS ACCOMMODATION AFTER ENROLLMENT IN THE PROGRAM)





The following process for reviewing accommodation requests is suggested:

- The center records officer informs the CDD that an applicant has completed a request for accommodation form.⁶ If a student is requesting accommodation, the request is made directly to the CDD.
- The CDD should meet (in person or by telephone) with the applicant/student, their parents (if the applicant/student is a minor or requests that their parents be involved in the meeting), to discuss the accommodation request. If the need for accommodation is obvious and the request is straightforward, the accommodations that will be provided can be determined at this meeting and approved by the CDD.

If the request involves complex medical or accommodation issues and/or significant expense a formal meeting is required.

- Prior to the meeting (if necessary), the CDD should determine (in conjunction with appropriate center and regional health staff and, if necessary, outside experts or evaluators) if the accommodation requested is supported by the medical documentation provided. If an applicant's documentation is incomplete or inadequate, the CDD will contact the AC and request that the additional documentation be obtained. If a student's documentation is incomplete, the CDD will request additional documentation from the student.
- An interdisciplinary team (IDT) of center-based and community-based service providers selected by the CDD will then meet to review the reasonable accommodation request. Participants will vary depending on the nature of the request and **may include** the CDD (chairperson), Center Director, representatives of departments directly affected by the accommodation request, center health staff, center equal opportunity officer, Regional Office staff, the referring agency and/or other social services agencies from which the applicant/student derives or may derive benefits.
- The applicant/student and their parents (if the applicant/student is a minor or requests their parents attend the meeting) should also be included in

⁶ If during the center review of a folder it becomes known (from the information gathered by the AC during admissions) that an applicant has a disability that will likely require accommodation (no request for accommodation form was completed), the center should engage the applicant in an interactive process to determine if they will require accommodation to participate in the program.

the meeting as they are the best source of information about their disability.

The CDD will inform the participants of the accommodation the applicant/student has requested and any prior accommodation that has been granted. The team will then determine:

- If Job Corps can provide the requested accommodation or an **alternate accommodation** that is equally effective (See Section 2.0 for assistance in evaluating the request).
- The amount and type of contribution to be obtained from other sources toward the purchase or acquisition of the requested accommodation.
- The center staff responsible for ensuring the accommodation is made and the date by which the accommodation will be in place. Accommodations for applicants should be in place by the scheduled arrival date of the applicant.

Before final discussions about the accommodation request begin, the applicant, their parents, and other non-Job Corps participants should be excused from the meeting.

Job Corps will provide accommodation without documentation and/or review under the following circumstances:

- If the health or safety of the applicant/student is impaired without the accommodation (e.g., a student claims to have diabetes and requests a dietary accommodation). Since the student's health could be jeopardized if the accommodation is not provided, the request should be granted. A subsequent medical assessment and/or documentation will reveal if the accommodation is warranted.
- If the request is a common sense accommodation related to barrier removal such as providing assistance to a student with a visual impairment in the lunch line.

The center and region (if necessary) will make every effort to respond to the request in a timely manner and will inform the applicant/student if the request is being sent to the RD for review or delayed for any other reason.

6.2 Denying an Accommodation

If the IDT recommends that a **request for accommodation be denied** and no alternate accommodation can be agreed upon, the decision must be forwarded to the Regional Director (RD) for a final decision. The RD will then make a determination after consultation with appropriate persons (e.g., health staff, legal staff, Department of Labor Office of Civil Rights, outside agencies/organizations) as to whether there is an obligation to grant the accommodation.

If the RD determines that the accommodation should be granted, the accommodation will be provided. If the RD determines that there is no obligation to grant the accommodation, the student/applicant will be so informed (See Section 12.0). An applicant or student who has been denied accommodation may choose to enroll or continue enrollment in the program without the requested accommodation unless the applicant/student would be a threat to self or others without the accommodation.

6.3 Record Keeping

Documentation of the accommodation process is required should this information be needed for a Department of Labor Office of Civil Rights complaint investigation or compliance review.

Data Collection--The CDD will maintain a written record of each accommodation request. *Attachment 4, Review of the Reasonable Accommodation Request Form, is a suggested format for collecting accommodation request information for each student.*

Notification of Accommodation--The CDD will inform, in writing, each staff person who has a responsibility for providing or arranging for an accommodation (*Attachment 5 is a sample notification of accommodation memo*) and maintain a tracking system to determine if accommodations are being provided as requested (*Attachment 6 is a sample notification of accommodation tracking form*).

Routing of the Reasonable Accommodation Request Form--After an accommodation decision has been made, the CDD will complete and provide a copy of the reasonable accommodation request form to the applicant/student.

Filing Documentation--The originals of all forms and documentation relating to the reasonable accommodation request must be filed in a location that allows appropriate staff access to the information. When a student leaves the program, all reasonable accommodation documentation will be filed with the remainder of the student's record.

7.0 MODIFICATIONS TO THE REQUEST FOR ACCOMMODATION

As the student participates in the program, new needs may be identified, therefore, modifications to the initial accommodation request are likely. Student's requesting modifications should be referred to the CDD who will meet with the student and appropriate center staff to consider solutions to the barriers the student is facing.

8.0 EVALUATION OF THE ACCOMMODATION

To evaluate the effectiveness of the accommodation, the CDD should follow up with the student and appropriate staff within 45 days of the student's arrival on center or within 45 days of the approval of the accommodation if the accommodation was provided after enrollment. The CDD will check to see if the accommodation is meeting the needs of the student, if the accommodation is being used appropriately, and if any students/staff have reported problems associated with the accommodation. Subsequent monitoring will be managed through the center's process to evaluate progress and performance; except if the accommodation is medically sensitive, in which case the CDD and health services will conduct the follow up.

9.0 APPLICANT/STUDENT PROVISION OF ACCOMMODATION

An applicant/student can arrange for or provide their own accommodation (e.g., providing their own adaptive equipment), however, the procedure for requesting accommodation should still be followed. This provides documentation of the accommodation and ensures that the accommodation is appropriate in the Job Corps setting.

10.0 TRAINING

If a student needs training in the use of their requested accommodation, the center will assist the student in obtaining it (e.g., arrange for training through community resources or state agencies, provide referral information).

11.0 CONFIDENTIALITY

Information regarding the applicant's/student's disability and prior accommodation will be discussed during the process. To maintain confidentiality, documentation is made available on a need-to-know basis only and participants in the process should not discuss information about the request outside of the process. Those responsible for implementing the accommodation will be informed of the accommodation and the reasons for it only to the extent necessary to ensure effective implementation of the accommodation.

12.0 APPEAL PROCESS

If a **request for accommodation** is **denied** and no alternate accommodation can be agreed upon at the center level, the request will automatically be sent to the RD for review (See Section 6.2). If the RD also agrees that the accommodation request should be denied, the applicant/student should be informed in writing of the reasons for denying the request and informed of their right to file a discrimination complaint with the Department of Labor Civil Rights Center. If the RD decides the accommodation should be provided, the center will provide the accommodation.

13.0 FUNDING

All requests for funding should be processed as an emergency fund request and sent to the National Nursing Director. When approved, the request will be funded through Job Corps contingency funds.

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
ACCENT on Information (AOI)	Provides information on products and devices that assist persons with physical disabilities and a buyer's guide that lists equipment devices to assist persons with disabilities in daily living activities.	(309) 378-2961 www.blvd.com/accent
ADA Coordinator	Provides technical assistance with accessibility issues and resource/referral information.	Contact your state/local ADA coordinator
Disability and Business Technical Assistance Centers	Provides technical assistance on the ADA and information on training, reasonable accommodation, accessibility, and many other disability-related issues.	(800) 949-4232 (connects caller to DBTAC in their area) www.adata.org/index-dbtac.html (Provides contact information for each DBTAC)
Department of Special Education/Local School Boards	Provides assessment, evaluation, and diagnosis for school-age children under 21 with active individual education plan. Some states have technology lending programs.	Contact your state Department of Education
Goodwill Industries	Provides assessment of work potential, physical, and emotional limitations and helps the disabled client identify realistic vocational options.	www.goodwill.org

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
HEAR NOW, Inc.	Provides hearing aids and cochlear implants to people with limited financial resources.	1-800-648-HEAR
Job Accommodation Network (JAN)	Provides a toll-free consulting service that gives instructors (academic and vocational) and employers advice on how to create accessible training and work environments. JAN is part of the President's Committee on Employment of People with Disabilities.	1-800-526-7234 http://janweb.icdi.wvu.edu/
National Federation of the Blind	Provides information and referral services, adaptive equipment, and job opportunities for persons who are blind.	(410) 659-9314 www.blind.net (contains state/local contact information and other resource information)
Books on Tape	Provides books, magazines, newspapers, and other periodicals in an audiotope format.	
Centers for the Blind	Provides information on high and low technology solutions to barrier removal for persons with visual impairments.	
National Easter Seal Society	Provides services that include comprehensive medical or vocational rehabilitation, technological assistance, and equipment loans.	(800) 221-6827 or (312) 726-6200 www.seals.com

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
National Clearinghouse on Postsecondary Education for Individuals with Disabilities (HEATH Resource Center)	Collects and disseminates information so that people with disabilities can develop their full potential through education and training after high school. Information on numerous topics including financial aid, accessibility, career development, and vocational rehabilitation is available.	1-800-544-3284 or (202) 939-9320 www.heath-resource-center.org
National Information Center for Children and Youth with Disabilities (NICHCY)	Provides information on issues of concern to children and youth with disabilities and their families and referrals to other organizations and sources of assistance.	1-800-695-0285 or (202) 884-8200 www.nichcy.org
Public television, radio, and cable franchise	Provides reading services of books and periodicals for blind and visually impaired individuals upon request. Adaptive device provided at no additional charge. Your cable company will provide information on descriptive television for blind and visually impaired.	Contact your local public broadcasting stations or local cable company
Registry of Interpreters for the Deaf (RID)	Provides resources and information to persons seeking American Sign Language interpreters.	www.rid.org

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
Searchable Online Accommodation Resource (SOAR)	Allows users to search online system that contains various accommodation options for persons with a particular disability. Though the accommodation options are designed for a work setting, many are applicable or adaptable to the Job Corps setting. SOAR is a project of the JAN.	www.jan.wvu.edu/soar/
Social Security Benefits Office	Provides documentation of disability and information on how participation in the Job Corps program will affect any social security benefits the applicant/student is receiving.	Contact your local Social Security benefits office
State Department of Mental Health/Mental Retardation/ Developmental Services	Provides referral and information resources for qualified candidates with developmental disabilities. Also an information and accommodations resource. Will conduct assessments to determine the intellectual functioning of an applicant registering as an individual with a developmental disability.	Contact your state Department of Mental Health/ Mental Retardation/ Developmental Services
State Department of Labor and Employment Security	Provides employment-related testing and placement services to people with disabilities.	Contact your state Department of Labor

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
The Relay Service	Provide communications accessibility to persons who are deaf and/or persons who wish to communicate with persons who are deaf by telephone.	Contact your local telephone company or state Relay Service
The Design Linc	Provides information on adjustable/adaptable design including technical assistance, resource and referral information, product information, and accessible design tips.	www.designlinc.com/designlinc (lists contact information, organized by state, for many disability agencies; links to other disability Internet sites; and accessible design information)
The Advocacy Center	Provides information on disability-related topics and referrals to agencies providing services to persons with disabilities.	1-800-342-0823
United Cerebral Palsy	Provides referral and information resources for qualified candidates with Cerebral Palsy. Also an information and accommodations resource.	Contact your local United Cerebral Palsy chapter www.ucpa.org (lists local contact information by state)

REASONABLE ACCOMMODATION RESOURCES		
Agency	Services	Contact Information
Vocational and Rehabilitation Agencies	Provides counseling, evaluation, training, and job placement for disabled persons. Services are also available for persons with sight and hearing disabilities.	Contact your state vocational rehabilitation agency. http://trfn.clpgh.org/srac/state-vr.html (lists contact information for the vocational and rehabilitation agencies in each state)

Any student enrolled in or applicant eligible for the Job Corps program with a disability is entitled to request reasonable accommodation. Your request will be reviewed and a decision made regarding the reasonableness of the request. If an accommodation is unduly costly, extensive, or would alter the nature or operation of the center, your request may be denied.

SSN: _____

Phone: _____

1. In order to fully participate in the Job Corps program, what accommodation(s) are you requesting that the program make (if known):

2. Do you receive services/benefits from a disability agency/program (e.g., vocational rehabilitation, state agency providing services for the blind or deaf, SSDI, medicaid)? If so, please list and provide counselor's name and number.

An applicant/student with a disability who is requesting accommodation **may** be required to provide documentation from a health, education, or rehabilitation professional certifying his/her disability, functional limitations, and recommendations for accommodation (if appropriate). If you have received accommodation in the past, this documentation should also be provided.

Please attach any documentation related to your disability to this form or indicate that the necessary information can be found in the medical information collected by the admissions counselor.

I provide informed consent for Job Corps or anyone working on my behalf in cooperation with Job Corps to arrange for the requested accommodation.

Signature

Date

If Minor, Signature of Guardian

Date

Applicants should return this form to their admissions counselor. Students should return this form to the Center Director's designee for disability issues.

To be Completed by Center or Region

In the space below, list the accommodation(s) that was/were granted. If any accommodation(s) was/were denied, list and state the reasons for denying the request.

SUGGESTED DOCUMENTATION FOR SPECIFIC DISABILITIES

Mobility Impairment

Medical documentation from a qualified professional with a diagnosis and functional limitations.

Learning Disability

Assessment (intellectual assessment, level of achievement) by a qualified professional with a summary of results (all scores should be included in the written report), a statement of diagnosis, functional limitations, and recommendations.

Traumatic Brain Injury

Neuropsychological assessment by a qualified neuropsychologist with diagnosis and functional limitations and recommendations.

Psychological Disability

Evaluation or treatment summary by licensed psychologist or psychiatrist with a diagnosis, functional limitations, and recommendations.

Chronic Medical Condition

Assessment by qualified professional with a written report that includes diagnosis, functional limitations, and recommendations.

Blindness or Visual Impairment

Medically certified loss by ophthalmologist or other physician listing functional limitations.

Deafness or Hard of Hearing

Audiogram by certified audiologist listing functional limitations.

REVIEW OF THE REASONABLE ACCOMMODATION REQUEST FORM

Applicant's/Student's Name:

Date Request Received:

Applicant's/Student's SSN:

Meeting Date:

Type of Disability:

If Applicant, Expected Arrival Date:

Accommodation Requested	Appropriate Documentation Provided (Yes/No/Not Necessary)	Accommodation Approved (Yes/No) (If no, but alternate accommodation approved, describe the alternate accommodation)	Inception Date and Center Staff Responsible	Cost of Accommodation (List contributions from outside agencies if applicable)

Accommodation Requested	Appropriate Documentation Provided (Yes/No/Not Necessary)	Accommodation Approved (Yes/No) (If no, but alternate accommodation approved, describe the alternate accommodation)	Inception Date and Center Staff Responsible	Cost of Accommodation (List contributions from outside agencies if applicable)

Additional Information/Comments:

NOTIFICATION OF ACCOMMODATION MEMO

To: {Staff assigned responsibility of service or support}

From: {Center Director's designee (CDD)}

Date:

Re: Notification of Accommodation

Student:

SSN:

The above referenced student has been approved the following accommodation(s) for your area:

Accommodations	When Needed	Assigned Staff

The **confidentiality** of this student's information is to be observed and respected at all times. This form and the information contained herein are to be maintained in a secure location while in your possession. Discussion of this information should be restricted to your manager, the CDD, or a member of the IDT. Violation of this student's confidentiality is a serious matter and must be regarded as such.

I have provided the listed accommodation(s) check one: YES _____ NO _____

If not, please explain.

Staff Signature: _____ Date: _____

Please return this form to the CDD in a sealed envelope or by hand delivery.

NOTIFICATION OF ACCOMMODATIONS TRACKING FORM

Student: _____

SSN: _____

DOB: _____

Submitted to	Date	Form Returned		Date	Accommodation(s) Being Provided?		If not, why?
		Yes	No		Yes	No	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Actions taken if accommodation is not being provided: